



2011-2012 Recreation Afterschool Program (RAP)

A Supervised Recreation After School Program for Boys and Girls
who are enrolled in 1st through 5th Grades at the schools listed below

WHEN DOES RAP MEET?

RAP meets every school day at dismissal time, *including modified or early dismissal school days* and ends at 5:30 p.m. **THERE IS NO RAP CARE ON SCHOOL HOLIDAYS OR NON-SCHOOL DAYS.**

Once RAP Staff leaves school grounds for their park site, they cannot return to school for late kids (i.e. field trips, enrichment, etc.). RAP fees **DO NOT** cover cost or enrollment for any non-school vacation camps. (Camp enrollments require separate forms and fees).

WHAT DO WE DO AT A RAP SITE?

Activities include:

- ***Daily Snacks***
- ***Daily Choices of Games, Arts & Crafts, Cooking, Sports, and more!***
- ***Outdoor activities, weather permitting, in a supervised, safe environment!***

WHERE DO WE MEET OUR RAP LEADERS?

RAP participants will meet RAP Leaders at pre-designated pick-up areas on the school grounds (see below). All participants will walk back to the park as a group with the RAP Leaders.

Any kids with bikes, scooters, skateboards or roller blades MUST walk or carry them and obey all traffic laws on the way to the park. Please be sure your child is dressed appropriately for the weather.

2011-12 RAP LOTTERY REGISTRATION: FRIDAY, JULY 1 TO FRIDAY, JULY 15, 2011

RAP lottery registration for **all new and returning students** for the 2011-2012 school year begins **FRIDAY, JULY 1, 2011 and ends FRIDAY, JULY 15, 2011.** *During this time, you may mail, fax, or drop off your completed registration form(s) with payment (either Single or 1st Split Payment) to: ARPD Office, 2226 Santa Clara Ave, Alameda, CA 94501.*

All forms will be processed starting Monday, July 18th. Incomplete registrations will delay processing. Any forms received before July 1st or after July 15th will be processed on Thursday, July 21st.

HOW DO WE REGISTER AFTER LOTTERY?

Starting Monday, July 25, 2011, we will open registration for all remaining spots. Payment (either Single or 1st Split Payment) is required at the time of registration. Space is limited and may be gone by this date! Waitlists will be available.

- *Walk-In or Mail registrations accepted with payment in the ARPD Office, 2226 Santa Clara Ave, Alameda, 94501 Monday through Friday, 8:30 a.m. to 5:00 p.m.*
- *Fax completed registration form with current MasterCard or VISA to (510) 523-4071*

Online and phone registration are not available for RAP. Once your completed registration has been received in the Main Office, you may pay over the phone, (510) 747-7529, with a Visa/Mastercard throughout the school year.

SCHOOL RAP SITE MEET YOUR RAP LEADER AT:

Bay Farm	Tillman Park	Front of school office at flagpole
Earhart	Leydecker Park.....	Grass field near driveway entrance
Edison	Lincoln Park	Picnic tables near Woodchip yard
Franklin	Franklin Park	Front of school at flagpole
Haight	Littlejohn Park.....	Grass field - back of school
Lum.....	Franklin Park	Front of school office
NEA	Longfellow Park.....	Front of school office
Otis	Lincoln Park	Picnic tables near portable classrooms
Paden	Washington Park.....	Front steps near flagpole
Ruby Bridges ...	Bayport Park	Front of media center at flagpole
Washington	Washington Park.....	Front steps on Taylor Avenue

...IMPORTANT...

A minimum of 10 students must be registered at a school in order to be a RAP Pick-Up Site

NEED FINANCIAL ASSISTANCE?

A limited number of partial scholarships are available for Alameda residents only.

To qualify, please complete a Fee Assistance Request Form from the Alameda Recreation and Park Department Office.

Allow a minimum of three (3) weeks to process.

SEE OTHER SIDE FOR PAYMENT SCHEDULE AND OTHER IMPORTANT PROGRAM INFORMATION

CHILDREN WITH SPECIAL NEEDS - Registrations for children requiring special attention are reviewed on a case-by case basis with the Program Supervisor. Please be sure to provide as much detail as possible including any physical or emotional needs or medications involved. Please note that the Recreation Department staff do not receive specialized training for various special needs participants, but will work with individuals as appropriate to provide a positive experience.

PAYMENTS - All fees must be paid a minimum of 48 business hours in advance before your child is picked up for RAP. **You must pay either the entire single payment or the split payment by the published due dates; single payments CANNOT be split.** Payments made after the due dates are charged an automatic \$30 late fee and pick ups will begin 48 business hours after payment is received. Payment options include cash, check, money order, Visa or Mastercard. No exceptions!

ARPD DOES NOT SEND PAYMENT REMINDERS! ALL DEADLINES ARE LISTED IN PARENT HANDBOOK, RAP FLIER, RECEIPTS, AND ON ARPD WEBSITE!

EXTRA DAYS (2 OR 3 DAY PROGRAM PARTICIPANTS) - You **CANNOT** swap any unused regular day(s) for any extra day(s). You may add a one-time additional pick up day (outside of your regular days); there is a \$15 per day charge which must be paid in full 48 business hours in advance of the date needed.

DAY CHANGES (2 OR 3 DAY PROGRAM PARTICIPANTS) - On the registration form, you must specify the days of the week we will pick up your child. These days will remain the same for the full session unless you pay the \$15.00 administrative fee to change them.

ABSENCES/NON-SCHOOL DAYS - Please notify ARPD by 12:00 noon (510-747-7529) if your child will not attend RAP for any reason. Failure to notify RAP of an absence on a scheduled RAP day will result in Alameda Police Department conducting a search for your child which will result in a \$15.00 service fee. Fee must be paid within 24 hours of the incident. **NO REFUNDS, CREDITS OR MAKE-UPS ARE ALLOWED FOR ANY DAYS YOU MISS.**

LATE PICK UPS - All participants must be picked up by 5:30 p.m. **Starting at 5:31 p.m., a late fee of \$1.00 per minute will be charged for late pick-ups payable that day.** If you are more than 1/2 an hour late, we will contact the Alameda Police Department to pick up your child and take them to the station. If late pick ups are a consistent problem, we will take further appropriate action.

EARLY DISMISSAL - We will pick up RAP participants on modified or early days at their school's dismissal time. The school district provides us with the early and modified day schedule before the year begins and we will plan accordingly.

RECEIPTS - You will be mailed/handed a receipt upon registration. Save your receipt! There is a \$5.00 reprint service charge for each reprinted receipt. **An official 2011 Tax Receipt will be available for a fee, upon request, after January 1, 2012.**

FEE SCHEDULE FOR 2011 - 2012 SCHOOL YEAR **AUGUST 29, 2011 TO JUNE 14, 2012**

WHETHER YOU CHOOSE TO PAY BY SESSIONS OR INSTALLMENTS, IT IS YOUR RESPONSIBILITY TO MAKE ALL PAYMENTS BY THE DUE DATES TO AVOID THE AUTOMATIC \$30 LATE FEE.
WE DO NOT SEND REMINDERS.

<u>FALL SESSION:</u> <u>August 29 to December 16, 2011</u> <u>(15 WEEK SESSION)</u>	<u>WINTER SESSION:</u> <u>January 3 to March 23, 2012</u> <u>(12 WEEK SESSION)</u>	<u>SPRING SESSION:</u> <u>March 26 to June 14, 2012</u> <u>(11 WEEK SESSION)</u>
<ul style="list-style-type: none"><u>YOU MUST ENCLOSE PAYMENT (EITHER SINGLE PAYMENT OR 1ST SPLIT PAYMENT) AT THE TIME OF REGISTRATION</u><u>In order for your child to be picked up on the first day of school, we must receive payment (either Single or 1st Split payment) by <u>THURSDAY, AUGUST 25TH</u></u><u>2nd Split payment due by: <u>THURSDAY, OCTOBER 20TH</u></u>	<ul style="list-style-type: none"><u>Single payment due by: <u>Thursday, December 15th</u></u><u>1st Split payment due by: <u>Thursday, December 15th</u></u><u>2nd Split payment due by: <u>Thursday, February 9th</u></u>	<ul style="list-style-type: none"><u>Single payment due by: <u>Thursday, March 22nd</u></u><u>1st Split payment due by: <u>Thursday, March 22nd</u></u><u>2nd Split payment due by: <u>Thursday, May 10th</u></u>
<u>5 DAYS/WEEK:</u> Single Payment: \$668 1st Split Payment: \$364 2nd Split Payment: \$364 <u>3 DAYS/WEEK:</u> Single Payment: \$450 1st Split Payment: \$255 2nd Split Payment: \$255 <u>2 DAYS/WEEK:</u> Single Payment: \$315 1st Split Payment: \$188 2nd Split Payment: \$188	<u>5 DAYS/WEEK:</u> Single Payment: \$534 1st Split Payment: \$297 2nd Split Payment: \$297 <u>3 DAYS/WEEK:</u> Single Payment: \$360 1st Split Payment: \$210 2nd Split Payment: \$210 <u>2 DAYS/WEEK:</u> Single Payment: \$252 1st Split Payment: \$156 2nd Split Payment: \$156	<u>5 DAYS/WEEK:</u> Single Payment: \$491 1st Split Payment: \$276 2nd Split Payment: \$276 <u>3 DAYS/WEEK:</u> Single Payment: \$323 1st Split Payment: \$192 2nd Split Payment: \$192 <u>2 DAYS/WEEK:</u> Single Payment: \$225 1st Split Payment: \$143 2nd Split Payment: \$143